

Professional Licensing Agency  
402 West Washington Street  
Room W072  
Indianapolis, Indiana 46204



Michael R. Pence  
Governor of Indiana  
Nicholas W. Rhoad  
PLA Executive Director

## PISG Application Checklist

- ✓ **Follow** this checklist to help you complete the application process.
- ✓ **Retain** this checklist in your files to help you track your progress.

### 1. Completed Application:

1. Attached picture (passport quality) ☐
2. Type of application designed ☐
3. Current contact information full address and email address ☐
4. Social Security number ☐
5. All places of residence in the last 7 years ☐
6. Name of firm (and license number if new qualifier) ☐
7. Insurance information noted or "upon board approval" listed ☐
8. Verification of experience detailing 4,000 hours of experience ☐
9. Answer all Yes/No questions ☐
10. Applicant affirmation signed and dated ☐
11. Applicant affirmation signed and dated ☐

### 2. Supporting Document:

1. Criminal Background Check from each City, County and State of Residence within previous seven (7) years ☐
2. Fingerprint-Based Indiana State Police Criminal Background check from MorphoTrust USA ☐
3. DD-214 Form – Will be used toward experience requirement and for the criminal background check (CBC) requirement if any of previous 7 years was in military. Will need CBCs for time after release. ☐
4. Proof of Limited Liability Insurance (unless waiting on Board approval) ☐
5. Official Academic Transcripts (if applicable) ☐
6. Corporate Filings (if applicable) ☐
7. Verification(s) of Professional Licensure from each state where licensure is held or has been held (if applicable) ☐

### 3. Application Fee \$300.00: (Payable to the *Indiana Professional Licensing Agency*)

If application is received between 1 year from the expiration date and the date the renewal window opens, the fee will be \$150.

Check #: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Mail Application, Supporting Documents and Application Fee to:

Indiana Professional Licensing Agency  
Attn: Private Investigator and Security Guard Board  
402 West Washington Street, Room W072  
Indianapolis, IN 46204

#### Track Your Application

Mailed my application, supporting document and application fee (date): \_\_\_\_\_  
My application was received (date): \_\_\_\_\_  
Board meeting application review (date): \_\_\_\_\_  
My license number: \_\_\_\_\_  
Expiration date: \_\_\_\_\_